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Brooklyn; Joseph E. Beals, Middleboro, (Mass); Deloraine P. Corey, Malden; Frank E. Woodward, Malden; R. R. Bowker, New York city; N. D. C. Hodges, Cincinnati, and Mrs Elizabeth C. Earl, Connersville, (Ind).

Hon. David A. Boody, of Brooklyn, gave an interesting account of the way in which the work of the library board was conducted. This was supplemented by remarks of R. R. Bowker, a member of the same board.

Mr N. D. C. Hodges gave a description of the manner in which the work for the blind was undertaken and extended in Cincinnati.

On motion, the Chairman, David A. Boody, and Deloraine P. Corey were appointed a committee to prepare and issue an address to the Trustees before the next conference. On motion, it was voted to continue the present officers during the ensuing year, viz., W. T. Porter, Cincinnati, Chairman; T. L. Montgomery, Secretary.

CATALOG SECTION

FIRST SESSION

(Thursday, July 1, 1909, 2:30 p. m.)

MISS LAURA SMITH, Chairman of the Section, presiding.

MR J. C. M. HANSON, Chief of the Catalog division of the Library of Congress, presented the following paper on

THE SUBJECT CATALOGS OF THE LIBRARY OF CONGRESS

1. Prior to the reorganization of 1897

Most American libraries are familiar with a subject catalog published by the Library of Congress in 1869 in two large octavo volumes. The following statement from the preface gives an idea of its plan:

"The purpose of this catalogue is to afford the readiest available key to the books upon every subject which the Library of Congress embraces. It is not its purpose to furnish a bibliographical system, nor to add another to the numerous existing attempts toward the classification of human knowledge. In any such classification any arrangement except the alphabetical one must, from the nature of the case, be purely arbitrary. While every man can construct a system which sufficiently suits himself, it is commonly found that it is clear to very few others. The one thing needful in a catalog of subjects is instant facility of reference; and if a scientific arrangement of topics is sometimes sacrificed to this end, the student whose time is saved will be little disposed to quarrel with the bridge that carries him safely over.

The alphabetical arrangement of topics has been adopted and adhered to, both in the general alphabet and under each subordinate head, with occasional modifications where there seemed to be an over-

ruling reason for it. This method has one undeniable advantage over all others—it is its own interpreter. The alphabetical arrangement of topics, with a sufficiently copious system of cross-references, solves every difficulty as soon as it arises, instead of keeping the reader on a baffled search for knowledge. It thus fulfills the end of the highest utility."

Headings were, therefore, arranged in alphabetical order, but according to the alphabetic-classed not the dictionary plan. It was thought that, especially where the catalog extended beyond a single volume, the synthetic arrangement under a comprehensive heading would prove a labor saving expedient to the student. An endeavor was made to meet the main objection to this system by means of cross references from the particular to the general topics, e. g., from Comet to Astronomy, from Psychology to Mental science, the latter term having been selected rather than Philosophy or Metaphysics.

No general comparison need be attempted between the subject catalog of 1869 and the one now in process of development. The enormous growth in the literature of many subjects during the last forty years is best seen by a comparison of such headings as Photography, Railroads or the various headings under the words Electric and Electricity. In the catalog of 1869 there was one heading, Photography, with one subdivision and a total of 17 titles. Today there will be found under the same subject 128 headings and subdivisions with more than 300 titles and 108 references to related topics. Under Railroads there were in 1869, 51

titles arranged under three subdivisions. Today there are over 3,500 titles under 151 headings and subdivisions. How many titles are found under related headings referred to under Railroads, I have been unable to estimate. Under the word Electric there was no entry in the catalog of 1869, but two references, one to Telegraph, the other to Physics. Turning to Physics we find a subdivision, Electricity, including Galvanism and Electro-magnetism, with 29 titles; another heading Electro-metallurgy, with three titles. The subdivision Magnetism contains only works on the compass and terrestrial magnetism, with some observations. Turning further to Telegraph, there are found 12 titles under the general heading, and one subdivision, Ocean telegraph, with five titles. Counting the separate headings in the new catalog, from Electric action of points down to and including Electrotyping, we have 345 headings with 203 references to related subjects. The titles so far entered under these 345 headings amount to about 2,550.

This comparison is of interest inasmuch as it illustrates the enormous development of certain subjects since 1869. It is equally interesting to catalogers as a demonstration of the increasing difficulty of keeping up with this development in our classification systems and subject catalogs.

One advantage of the synthetic plan as followed in the catalog of 1869 is apparent from the ease with which certain subjects were issued in separate form. We have, for instance, a subject catalog of political science, another of law, including international law, both of which appeared in 1869. These are merely separate issues of the entries in the general catalog under the heading, Political science and law. The publication of the corresponding subjects from the new catalog would prove a far more complicated problem as the titles scattered through the entire alphabet under hundreds of headings would have to be collected by means of references from the general to the specific subject.

Lack of funds was mainly responsible for the failure to continue the subject cataloging after 1869. Between that year and 1898* no subject entries were prepared except in so far as individual biographies and histories of families were entered under subject as well as author in the official catalog.

2. The present dictionary catalog, its origin and development, with some comments on the plan of subject headings. The question of a subject catalog naturally came to the front soon after the removal of the Library from the Capitol to the new building in September 1897. The problems of classification and a subject catalog were so closely interwoven that it was hardly possible to consider one without the other. It had been decided as early as December 1897 that a new classification must be installed to replace the old chapter system, inherited from Jefferson; a system which proved entirely out of place in the new building and quite unsuitable to the needs of a rapidly growing library, and for which moreover, no shelf lists or book numbers had ever been supplied. Already in January 1898, therefore, the advisability of adopting for the main catalog a dictionary plan in preference to the alphabetic-classed order observed in the catalog of 1869, or a classed catalog to be built up on the basis of the card shelf list, which it was intended to construct in connection with the new classification, was the subject of several consultations. Consensus of opinion favored the dictionary plan. A study of Mr Lane's report of 1893, and our own observations of the trend of development in American libraries, seemed to justify the conclusion that by adopting this plan the Library of Congress would be in a better position to co-operate with other libraries of the country than if either of the other two plans were selected. Another consideration, which also had some weight in deciding the question, was the project to begin the printing of entries on cards. By means of printed cards, a shelf

*Note: A subject index was provided for the List of additions to the library, covering 1873-1875.

list, ultimately to be developed into a classed catalog, might easily be installed as a supplement to the alphabetical catalog.

Here, as in the choice of rules to govern the author and title entries, due attention had, therefore, been paid to the possible future relations of the Library of Congress to other libraries and, while it was recognized that the A. L. A. list of subject headings had been calculated for small and medium sized libraries of a generally popular character, it was nevertheless decided to adopt it as a basis for subject headings with the understanding, however, that considerable modification and specialization would have to be resorted to. As a first step preliminary to the real work of compilation, a number of copies of the List were accordingly provided, a number of blank leaves sufficient, to treble the size of the original volume were added, and the copies thereupon bound in flexible leather.

In addition to the A. L. A. list, copies of the Decimal and Expansive classifications were supplied. Unfortunately only one copy of the Harvard list of subjects (Mr Lane's) was obtainable, and as a result that book has probably seen about as hard service as any volume at present in the Library of Congress. Of the New South Wales subject index, two copies have been in constant use, so also of Mr Fortescue's subject index. In addition to the works here mentioned, countless catalogs, bibliographies, encyclopedias and dictionaries, general as well as special, with other reference books of all kinds, have been in constant requisition. In fact it may well be said that in preparing a subject catalog of a large library there is no limit to the books on which one must draw for information. Hundreds of subjects come up from day to day on which no information can be found outside of the work in which the new topic is first suggested.

In the spring of 1898 we accordingly find that preliminary arrangements have in the main been completed. Of the various decisions agreed upon in advance, and

which affect the details of headings, it will perhaps be sufficient if we here refer only to the following:

"In subdivisions of scientific and technical headings the Library of Congress will as a rule prefer to subordinate the place to the subject, a 'See reference' being in each case inserted under the name of the place."

This decision was in line with a tendency noted in Mr Lane's Report of 1893, and also in that of the Committee on subject headings, of the same year. In the Library of Congress the subordination of place to subject has since been carried even beyond the limits set down by the Committee of 1893. In addition to scientific and technical headings a large number of economic and educational topics are treated in the same manner, and there remain, therefore, under place only the historical and descriptive subjects together with the political, administrative, and social headings. It is needless to say that there are a number of subjects so nearly on the border line that it has been difficult in all cases to preserve absolute consistency in decisions. Here and there will be found under place some heading that might seem to belong logically under the subject, and vice versa, a few headings in which place is now subordinated to subject might well be treated by the reverse method. Occasionally our decision has been influenced by a desire to supplement the classification, an arrangement under place having been determined upon because the opposite order is already provided in the classification schedules. In all such cases our chief consolation has been that the reference will presumably furnish the necessary clue to the location of entries and thus disarm to some extent the criticisms sure to be hurled at us for inconsistencies, real as well as apparent.

The preliminaries having thus been completed, actual work on the new subject catalog began simultaneously with the printing of the first author cards in July 1898. At the outset the fact that printed cards were available, at least for copyrighted books, aroused our enthusiasm to such an extent that we were sorely tempt-

ed to assign subjects to all books for which cards were obtainable. It was clear, however, that this policy, if pursued for any length of time, would in due course bring down upon us a day of reckoning, that is, when all these subject entries had to be withdrawn for the purpose of having the call numbers of the new classification added. It was decided, therefore, that subjects should henceforth be assigned only for books which bore the numbers of the new classification, the only exceptions permitted being individual biographies and genealogies. The first classes to be covered by the new classification, and which therefore furnished the beginnings of the present subject catalog were Bibliography and Library science, and these were followed by American history and Topography. During the seven to eight years which have since elapsed there have been added the following classes, here named in the order in which they have been taken up and completed:

General history, and the History and topography of individual countries, Science, Transactions of learned societies, Music, exclusive of scores, Geography, including Voyages and travels, Physical geography, Oceanography, Anthropogeography, Sports and games, Social sciences, exclusive of Law and of Politics and government (the latter classes, however, being now in process of recataloging), Technology, Medicine, Archives, Diplomatics, Chronology, Anthropology, Education, English fiction, Domestic science, American genealogy. In process of recataloging are: Fine arts, Political science and the General periodicals, English genealogy and Biography in part.

There remain to be cataloged: Philosophy, which has been reclassified, Religion, of which reclassification is under way, Literature and Philology, the reclassification of which is soon to begin, Biography, in part transferred to other classes and in so far reclassified and recataloged, and finally Law and parts of Agriculture, Heraldry, Genealogy, Military and Naval science.

The number of cards in the public catalog, resulting from recataloging and from

current accessions for copyrighted books since July 1898 and for other accessions since January 1900, is now approximately 1,550,000. This number may seem large, especially as annual accessions amount to about 175,000 cards. At the same time, there is space in the present card cabinets of the reading room for over 4,000,000 cards, and we have reasonable assurance, therefore, that entries for classes which still remain to be recataloged, as well as for annual accessions during the next five or six years may be accommodated without further encroachment on the space originally intended for readers. The figures quoted are naturally limited to the catalogs for the public, and take no account of the official catalog, largely a duplicate of the former, nor of a third copy of the dictionary catalog which is also maintained, but is limited strictly to the books for which cards are printed. If these catalogs, together with the various author lists for special classes and the shelf lists on cards, were included, the number of cards filed to date would no doubt exceed 6,000,000, not including the so-called union catalog, nor the cards written for the old author catalog from Oct. 1, 1897 to its discontinuance on Dec. 31, 1899 (88,630).

Unfortunately, it is not possible to give here the exact number of subject cards in the main catalog. The plan of arranging all entries, authors, subjects and titles, in one alphabet has been followed, and while the subject cards are readily distinguished from author entries by their red edge, it would not be practical to base an estimate on measurement of the cards so colored. As yet the proportion of author to subject cards is naturally very high, as it is only within the last year or two that the majority of current accessions have fallen into classes covered by the new classification, and as previously stated, it is only for such books, together with individual biographies and genealogies, that subject cards are written. While considerably over 1,000,000 volumes* are represented by some sort of entry in the main catalog,

*Including books represented by entries clipped from old author catalogs, over 1,200,000.

the proportion of cards to titles would still be rather low, perhaps less than $2\frac{1}{2}$ cards for each title. The general average is said to be from 3 to 4 cards per title. Similarly, the subject cards must as yet fall considerably short of the generally accepted average of $1\frac{1}{2}$ to $1\frac{1}{2}$ subject entries for each main author entry. Nevertheless the subject catalog presents even now under headings in American history, Bibliography, Economics, Technology, Science, Medicine and Music, an array of entries which is rather imposing.

At any rate enough has been accomplished to furnish a basis for some judgment in regard to the advisability of continuing along the lines laid down. As stated before, the Library of Congress was actuated in its decision to adopt the dictionary plan largely by a desire to be in a position to co-operate with the largest possible number of American libraries. A pertinent question, therefore, might be: Have the results so far achieved, justified this decision? It is clear that the attempt to provide a full dictionary catalog in three copies, as well as a close classification adopted practically *de novo* and to suit the individual needs of the Library of Congress and its future growth, represented in itself an undertaking, the magnitude and inherent difficulties of which exceeded anything that had ever been attempted by a single library; especially will this be granted if it is borne in mind that the Library was at the same time making great concessions in its own practice to meet demands of other libraries and to facilitate co-operation, while instituting also a system of distributing catalog cards on a scale hitherto unattempted by any other library or institution.

While a point has now been reached where it can be said with reasonable certainty that the reconstruction of catalogs and classification will in the course of a few years be carried to a successful conclusion,—that is to say, the arrears will then be covered and all accessions represented in the new catalog and on the shelf lists of the new classification—still to

those who have been in close touch with the work it is obvious that it would have been more economical to have adopted a classed catalog with subject index, than to have attempted the compilation of a full dictionary catalog. It is also a question whether the Library itself might not have been better served by a subject catalog according to the alphabetic-classed plan for which it had two excellent prototypes in those of the Harvard college library and the British Museum. In attempting to answer these questions we must needs turn to a consideration of the co-operative work which has been developed simultaneously with the reconstruction of the catalog system. I refer to the distribution of the printed cards.

At this time there are over 1,200 libraries which subscribe to the cards and the number is increasing at the rate of 16 per cent a year. Judging from a very extensive correspondence which has passed between these libraries and the Library of Congress, I should be tempted to conclude that a large proportion of the subscribers have been lead to adopt the printed cards because they value the suggestions in regard to subjects to be found on a constantly increasing proportion of entries, at present considerably over one-half. If it is safe to conclude that the success of the co-operative cataloging thus undertaken nine years ago has depended largely on this feature of the entries, then it may well be said that the time and money applied on a dictionary catalog has been well expended. Granted that the assignment of subjects has proved helpful to many libraries, and has had much to do with the success of the card distribution movement, it may still be of interest to inquire how far the present plan as it is now being developed meets with the approval of the majority of libraries.

There is undeniably a strong tendency in the Library of Congress catalog to bring related subjects together by means of inversion of headings, by combinations of two or more subject-words, and even by subordination of one subject to another. Yes, the tendency at times is so noticeable

that it may seem as if an effort were being made to establish a compromise between the dictionary and the alphabetic-classed catalog, just as the latter was intended as a compromise between the systematic and the alphabetic plans of arrangement. There is reason to think that this tendency is questioned by some of the librarians interested, and it may not be amiss, therefore, to attempt a brief explanation of the reasons which have actuated the Library of Congress in its decisions, and also to see if perchance concessions might not be made to the demands for a more direct method of subject-word entry.

The main reasons for the rather marked leaning toward a synthetic arrangement referred to, are first, the peculiar constituency of the Library, second, economy in administration. The use of the Library of Congress will tend more and more to restrict itself to the student and the investigator, and they are best served by having related topics brought together so far as that can be accomplished without a too serious violation of the dictionary principle.

As for economy of compilation, it is my firm conviction that strict adherence to the principle of specific entry under minute subjects to be arranged in regular order of their names, would in the long run prove well-nigh impossible in the catalog of a large and rapidly growing library. A subject catalog compiled according to this plan must, it seems to me, resolve itself in course of time into a mere subject index in which it becomes practically impossible to guard against the ultimate dispersion of the literature on one and the same topic under various headings. Take as an instance the heading, Eastern question, in all its ramifications (I choose this example because it was referred to during the discussion before this Section last year). The Library of Congress prefers to keep the different phases of this subject together as far as possible. After Eastern question, embodying general works, follow as subdivisions (a) Eastern question—Balkan, with references from Balkan question, and Near Eastern question; (b) Eastern question—Central Asia, with refer-

ences from Middle Eastern, Central Asian, and Anglo-Russian questions; (c) Eastern question—Far East, with references from Far Eastern, East Asian, Chino-Japanese, Pacific-Asian questions, etc., etc.

Hundreds of similar illustrations could be enumerated where, by inversion or subordination, a specific subject has been made to stand with the general topic to which it bears relation. Perhaps no one will be disposed to question the advisability of entering works on particular streets of a city under the name of the city, subdivision, streets, rather than dispersing them under their names with references from the city. In this instance it has been our practice to make a specific entry under the name of the street, but to arrange the heading according to the classed principle, e. g., Boston—Streets—Beacon street, rather than, Beacon street, Boston. There are, however, numerous instances in which the specific entry is omitted altogether, and where it has seemed best to enter under a more comprehensive subject without subdivision, a reference from the specific subject directing the student simply to the general heading. An example is, Fasciation in plants, under which heading there is now merely a "See reference" to Abnormalities (Plants). Students interested in Fasciation must accordingly run through all the titles under Abnormalities (Plants). Then again, there may be some hesitation in establishing a new and independent subject until more literature and consequently more information is available. We have, for instance, at present under Institutional church, a reference to Church work. No doubt, in the course of a year or two when Theology and church history is being recataloged, it may be found advisable to reverse the process and follow the regular dictionary plan by referring from Church work to Institutional church, both being accepted as regular headings.

The needs of libraries that favor a strict adherence to subject-word entry might possibly be best served by adding on the printed cards besides the regular so-called "added entries", an indication of subject-words, from which references are at pres-

ent made or under which catchword title entries are inserted. This would be an additional item of expense, and it is doubtful if it could be undertaken before the reclassification and recataloging had in the main been completed. It is, however, a feature well within the possibilities, and which might be attempted when the Library has reached normal conditions, provided always that a sufficient number of libraries should favor it. Especially might this be feasible if a plan now under consideration, to print added headings and similar information on the back instead of the front of the card, is adopted.

Before we pass over to the third and concluding section of the paper, it may be proper to revert for a moment to the List of subject headings and the various means adopted from time to time to preserve some degree of harmony and co-ordination in the preparation of the subject catalog under the rather peculiar and somewhat difficult conditions which obtain at Washington.*

The individual lists of subject headings to which reference has been made were placed in the sections of the Catalog division where it was supposed that they would prove most useful. New subjects as they came up for discussion and decision were noted on slips and filed. If the subject had already been adopted by the A. L. A. committee, i. e., had appeared as a regular printed heading on the List, a check mark was added to indicate its regular adoption by the Library of Congress. In the course of two or three months there would usually be a sufficient number of decisions on hand to form a list. This was typewritten and circulated among the assistants to whom copies of the interleaved list had been assigned, the additions and changes being copied into the books. I have often thought that these typewritten lists of additions might from the outset have been printed in cumulative form, thus making them available also for

use of other libraries just as they are at present. We had, however, so many irons in the fire and our time was so comfortably filled with problems pressing for solution on all sides, that the decision to print was deferred until the fall of 1908 when it was forced on us by the fact that the interleaved copies were on the point of breaking down in so many places that new expedients had to be devised for recording new subjects. It was accordingly decided:

1. To print a tentative list of the headings as they now stand, exclusive of names of persons and places, societies, institutions, and bodies of various kinds, treaties, conventions and the like, scientific names of individual chemical substances, and systematic names of genera, species, and subspecies in botany and zoology.

2. To print at more or less regular intervals cumulative lists of additions and changes supplementing the main list.

An examination of the main list, of which a few proof sheets are available, will reveal certain features which may require explanation. One is the printing of the class mark of which a beginning has here been made. The plan is to have numbers of the new classification fully represented, thus making the list of subjects in a measure an index to the classification. Further, a systematic arrangement of the subjects in the dictionary catalog has generally been regarded as a more effective means of furnishing a survey of related headings than the usual array of references from general to specific subjects. Up to the present time it has been carried out by means of the card shelf list for a part of science, technology, bibliography and history. By printing the class mark opposite each subject the extension of the plan to other classes represented in the new classification will be much simplified. The main purpose of this systematic arrangement is naturally to aid the cataloger in the assignment of subjects, and to prevent the dispersion of books on the same or closely related subjects under different headings. It should also prove of assistance to users of the catalog. It is by no means a new plan. It was mentioned by

*Out of a force of 90 assistants in the Catalog division we have had 57 resignations in 3 years and 92 in 6½ years; also 20 transfers to other divisions through promotions, etc.

Cutter years ago, and in the dictionary catalog of the Zürich public library.* It has practically been made to replace all references other than those from synonymous forms to the one selected as entry-word.

Those who attended the Conference of 1900 at Montreal may recall that among the many excellent devices provided by Mr Gould in connection with the administration of the Library of McGill university, was also a systematic arrangement of subject headings. No doubt additional examples are known to others present.

Another feature which should be in a measure self-explanatory is the printing of directions and definitions. These notes are intended mainly for the cataloger, but have purposely been so worded that they may, without causing offense to the student, be inserted into the public catalog where it is hoped that they will occasionally prove of service. Their purpose is to aid in maintaining proper distinctions between closely related and overlapping subjects. Take as an instance the headings Anglo-Saxons and Anglo-Saxon races. If we turn to the former the following note is found: "Here are entered works on the early Anglo-Saxons (until the time of the Conquest, approximately). For works on the nations of Anglo-Saxon descent see Anglo-Saxon race." Under the latter heading will be found a statement which calls attention to the fact that only works on the nations of Anglo-Saxon descent are entered here. Anyone who is interested in the early Anglo-Saxons must refer to the heading Anglo-Saxons. Preceding all entries under the heading, Fourth dimension, is a note to the effect that non-mathematical works only are entered here. For mathematical discussion we are referred to Hyperspace. Under Hyperspace a similar note calls to our attention the fact that only mathematical works are found here. Philosophical and imaginative literature must be looked for under Fourth dimension.

Again, these directions indicate certain duplication of entries which for some reason or other it has been decided to carry out in the Library of Congress catalog, but which it might not always be wise for other libraries to attempt. An illustration is afforded by the subject, Tariff. In order to bring together under Tariff—U. S., for instance, the bulk of the treatises which might be of interest under that heading, it has been decided to repeat here entries for works which deal with the tariff on any particular commodity, the first subject naturally being the commodity, e. g., Sugar trade—U. S., the second, Tariff—U. S. Similar duplication is found under Education, Finance, Corporations, and a number of other headings where it was deemed of special advantage to have all works on a subject, or a phase of a subject, together, and where these advantages seemed to us sufficient to offset the expense of duplication.

It has been found necessary to file these notices under a large number of subjects and subdivisions of subjects. Hardly a day passes but some topic is brought up which requires either definition or a general direction as to its treatment. It has been our hope that the systematic recording of such decisions will insure a more harmonious development of the catalog, and enable succeeding generations of catalogers to follow more readily the work of their predecessors.

It may be recalled in this connection that the difficulty of preserving harmony in the compilation of a great catalog came out prominently in the hearings before the Commission to inquire into the affairs of the British museum 60 years ago, and in comments on the hearings which appeared soon after. Even then it was fully recognized that the great difficulty with a catalog, and especially a very extensive one, is that it cannot be developed according to methods which may serve in the compilation of a census, or in the mechanical handling of articles of merchandise. In dealing with such material a proper organization, distribution, and division of labor usually solves the problem. Not

*Wilhelm v. Wyss, *Über den Schlagwort-katalog mit regeln für die Stadtbibliothek Zürich*, Leipzig, 1909. *Sammlung bibliothekswissenschaftlicher arbeiten*. Heft. 25.

so in cataloging, where books have to be dealt with as literature. Here the intellect comes into play with all its niceties, and while several minds may work at different parts of a catalog, there must also be a central co-ordinating influence to insure harmonious development. It is for the purpose of maintaining this co-ordination and harmony that so many rules, regulations, and guiding principles are laid down. If it were not for the necessity of having all these directions, and also people with sufficient knowledge and experience to apply them properly, the making of a large catalog would be a relatively simple business. Unfortunately, the history of various cataloging enterprises teaches us that it is very far from being simple, and that there is little prospect of its ever becoming a mechanical operation dependent mainly on physical numbers and organization. At any rate, no one has so far come forward and pointed out short cuts or cheap methods by which catalogs designed to permit free growth and development, and thus intended to stand the test of time, can be prepared without due regard to rules and system, and without employment of trained helpers working under rigid supervision.

The proper utilization of the various co-operative undertakings which have developed so rapidly within the last twenty-five or thirty years, and which we trust will develop even more rapidly during the generation to come, will, it is true, materially reduce the expense of catalogs and even add to their efficiency. At the same time the assistance rendered by co-operative agencies will never wholly replace the expert cataloger. Every library must have on its staff persons who understand the system according to which the printed cards and other aids supplied through co-operation are prepared. They must be able to harmonize differences between entries secured from the outside and those prepared within the library. A failure to keep a sharp lookout for discrepancies would undoubtedly in course of time lead to a series of conflicting forms and practices, which experience has repeatedly shown is likely to lead to a chaotic condi-

tion for which there is no other remedy than recataloging. Now, recataloging is at best an expensive business, but where the library numbers its volumes by the hundreds of thousands the cost becomes almost prohibitive. The larger the library therefore, the more important that foundations be firmly laid and lines of development be clearly marked out. There are few enterprises to which can be more properly applied the saying from the *Gesta Romanorum*, "*Quidquid agis, prudenter agas et respice finem.*"

3. Future of the subject catalog at the Library of Congress. In speaking of the future of the catalog we are immediately confronted by the question of printing.

This is no place for a discussion of the pros and cons of the printed catalog as against the card system, neither is it my purpose to enter into such a discussion here. There is, however, another phase of the catalog problem to which we might well give a moment's consideration as it affects more or less directly the future of any large card catalog. I refer here to the necessity, by which we shall some day be confronted, of reducing the size of the catalog by elimination of entries or classes of entries. This elimination may be accomplished in two ways:

1. Through the printing of the whole or a part of the catalog.

2. Through the withdrawal of entries for books not considered of sufficient value to warrant their permanent retention in the main catalog.

C. A. Cutter in his happy phrase, "A printed catalog has no future," has pointed out its chief weakness. In spite of the fact that the printed catalog is out of date long before it is completed, and that it soon becomes necessary to consult one or more supplements, it is nevertheless a question whether the printing of its catalog is not one of the duties which a National library owes to scholarship and literature.

When the Library of Congress has once filled the most conspicuous gaps in the subjects, in which, as the National library of America, it is expected to show strength, then the time may also have

arrived for a careful and searching investigation as to the advisability of printing. One of the main reasons in favor would be the fact that its catalog presents, or rather will present, the most complete record obtainable of the literary achievements of the Western hemisphere. It is hardly necessary before this Section to dwell on the obvious advantages of a printed catalog of the largest collection of books in America. The arguments against printing are equally familiar and it will not be necessary for me to enter into lengthy explanations. Suffice it to say that it would not do for the Library of Congress to put out a brief title catalog with little or no bibliographic information. This is something that we might as well dismiss from our minds at once. In the catalog of a National library we cannot proceed to murder titles with the same equanimity with which we can do it in the title-a-liner catalogs and finding lists sent out by small libraries. On the other hand, we may also find ourselves blocked if attempts are made to preserve the exhaustive information furnished on many of the printed cards. We shall therefore have to reckon with the re-editing of millions of entries. Further, revision of subjects and references to see that they are correct and indicate properly the relationship between cognate subjects will be in order.

All this presents difficulties and problems sufficient to stagger the most hardy. At the same time, it does not represent any greater, nor as great difficulties, as those already surmounted in the reorganization to which I have previously had occasion to refer; and while the re-editing and revision called for would tax to its utmost the resources of the Catalog division, it is my impression that the printed cards, from which will be drawn the bulk of the copy, have already undergone so rigid an inspection, that aside from some curtailment of titles and elimination of bibliographic details, they would in the main provide better copy than is ordinarily furnished in connection with the printing of large catalogs.

A provisional plan of items to be included under each title would be as follows: 1, author heading; 2, main title; 3, place, publisher (or printer), and date; 4, collation, at least the essential items; 5, size measurement.

How far this information might be cut down under subjects and other added entries would naturally be a subject for careful consideration. Here, as in other matters pertaining to the printing, it is hoped that the Library of Congress would be able to profit by expert advice from the outside. The printing of the catalog of the National library would in itself be so momentous an undertaking that it could not well be entered upon without careful consultation with librarians and bibliographers from other institutions, particularly in America. The occasion would, it seems to me, be one where the American Library Association might render a great service, not only to the Library of Congress, but to the cause of scholarship and literature in general, by appointing a commission of its most experienced members to give advice and assistance.

Of course these are all questions for the future, to be taken up when the proper time has come. I am here merely presenting a few thoughts on the possible course of development of the catalogs at the Library of Congress as they appear to one who for twelve years has been in close touch with them. The same holds true of the few observations which I still have to offer.

A number of prominent librarians and bibliographers have held that the catalog of the future will present a compromise between the printed book and the card system, the most common form being a main catalog in book form with a supplement on cards. (Cf., for example, the Peabody catalog). We may assume that this represents approximately the form which the catalog of the Library of Congress will also take in case it is decided to print. There is of course the remote possibility that binders and similar contrivances will in the meantime make sufficient

progress to warrant the abandonment of the card system altogether. Judging, however, from personal observations in European as well as American libraries of the various make-shifts and compromises between the card and the printed catalog, I should say that the prospect of seeing the admittedly cumbersome card system entirely replaced by something combining its elasticity with the facility of consultation of the printed catalog is as yet far from encouraging. For the present at least, we can assume that in case a complete catalog is issued in printed form the first supplement would take the form of a card catalog.

You may recall my reference to the elimination and reduction of the card catalog by printing either the whole or a part of it. Having discussed briefly the first of these alternatives I may be permitted to refer also to the second. If the decision of the Library of Congress should be adverse to printing a complete catalog (author, subject and title), it is difficult to see how it can avoid the printing from time to time of sections from its subject catalog.

In February 1899, if I remember correctly, the Catalog division was honored by a visit from Mr Lane, Librarian of Harvard college. During a few moments conversation which it was my privilege to have with him in regard to the possible development of the catalog, he outlined an idea which has since appealed to me more and more as I have had time to think it over. It is this: To print from time to time in book form entries from the catalog under subjects on which the Library was particularly strong, or in which there might be some special interest. The latter feature has been carried out in a measure by the Division of bibliography, which selects topics of current interest and prints a selection of titles of books and articles to be found in the Library bearing on these subjects. While lists thus issued may be based to some extent on the catalog, the printed cards being utilized as copy, the plan followed is nevertheless somewhat different from Mr Lane's, which really aims at printing the subject

catalog in gradual instalments.

Aside from the printing of the complete catalog of which, as you may notice, I have spoken with considerable *sang froid* as it is not likely to come during the administration of the present chief of the Catalog division, the plan of selecting subjects in American history or Ethnology, Bibliography and Library science, Politics and Economics, or other subjects in which the Library is strong, appeals to me as the most serviceable from the standpoint of the Library as well as that of its constituency. I here speak of constituency in its broadest sense as including libraries and learned institutions, bibliographers and scholars, at home and abroad.

The other phase of this plan which must also appeal to us is the ready means which it offers for keeping within reasonable limits the bulk of the card catalog. As far as the practicability of the plan is concerned there is little doubt that the withdrawal from the card catalog of all entries under, say, the Civil War of 1861-1865, and their presentation in the form of one or more printed volumes, would not only be entirely feasible, but would add greatly to the facility of consultation. A guide card containing a clear and concise explanation would furnish all the connection necessary between entries for recent accessions and the printed volumes, assuming that entries for accessions are entered in the card catalog, and not pasted into interleaved copies of the printed volumes.

I am aware that plans similar to the one here outlined have been tried elsewhere. Dr Billings, for instance, has for a number of years printed subject lists based almost entirely on entries in the catalog. He has, however, withdrawn from the card catalog only a part of the entries represented on the printed lists, viz., entries for articles in journals and periodicals. Others present may be able to supply additional illustrations.

Finally, a word in regard to the reduction of the card catalog by withdrawal of entries for books of questionable value.

In the dictionary catalog of the Library of Congress certain expedients have been

adopted, looking to the possible weeding of the catalog if that should be called for. These expedients have taken the form of special arrangements and subdivisions of titles under subjects. In the first place, text books have, under certain large subjects, been arranged by period divisions of from 10 to 50, or in a few cases even 70 or 100 years. Secondly, a series of subdivisions have been adopted under the more extensive subjects intended to accommodate the curious and commonplace books which, in spite of their peculiarity and relative unimportance, the Library has felt called upon at least for the time being to record in its catalogs. These subdivisions bear various designations, as Curiosa and Miscellany, Juvenile and Popular literature, Miscellanea, etc., in order that their scope may be broad and comprehensive, and at the same time not involve the Library in difficulties with authors who might resent any more outspoken characterization of their productions. The future will tell whether we shall be forced to withdraw entries under such subdivisions and form headings, relegating them perhaps to a supplementary catalog in some room apart from the general reading room.

This is a question which might perhaps be more properly discussed in connection with the weeding out and relegation of supposed dead books to depositories and storage magazines, than in connection with the evolution of a subject catalog. I shall, therefore, at the present time merely mention that means have been devised to expedite this weeding process if we ever have to resort to it.

What I have here presented is a brief outline of the present and possible future development of the subject catalog of a large institution. It is a theme on which volumes might be written. Like the great problem of subject cataloging and subject classification, it is endless and complex as human knowledge itself. It presents difficulties, the solution of which can be much facilitated, it is true, by co-operation, organization, and division of labor. In the last

analysis, however, it will always be found that as there is no royal road to learning, so there is no substitute for intelligence, knowledge, and experience in the compilation of catalogs.

During your professional experience you may frequently have had brought home to you the extraordinary delusions which exist in the popular mind in regard to the ease with which catalogs of any size or character can be turned out. You may also have attempted, but in vain, to enlighten the popular mind in regard to its fallacies on this point. If you have, you will be in a better position to appreciate the success of the man who, in 1899, took charge of the Library of Congress, and to whose remarkable powers of clear and precise presentation and great executive ability it is mainly due that the work which has been referred to in this paper was made possible. It must be remembered that members of Congress are not acquainted with the details of library administration, of cataloging and bibliography. So much more difficult was it, therefore, to make it clear to them that here was a problem of library reorganization which demanded extraordinary efforts and extraordinary appropriations, that the Library had reached a point in its development which required immediate and drastic action, that further delays in the installation of a radically new system on lines sufficiently broad and firm to permit indefinite growth and expansion would be a fatal error. To present this in a form which would appeal to Congress was by no means an easy task.

How important it was that something should be accomplished at the time of which I speak may not appeal to others as it does to one who was in close touch with the situation at the time, and who has had an opportunity to watch developments since. When I recall the status of the catalogs and classification early in 1899, and consider the efforts necessary to bring them to the point where they are today, even though hundreds of thousands of volumes still remain to be dealt with, I am more and more convinced that

if the reorganization had been deferred another ten years, it is extremely doubtful if it could have been carried out at all. At any rate no such elaborate system of classification or catalogs could then have been attempted as we have today.

As it is, I believe it can be said with reasonable certainty that the Library of Congress will be the first of the great National libraries to have a complete author, subject, and title catalog, on a sufficiently minute and elastic basis to permit of indefinite development, and, coupled with this, a system of classification such as no library of its size has ever attempted to install. When we consider also that it has at the same time developed a system of co-operative cataloging, which already involves more than 1,200 libraries, we have reason to feel thankful that at perhaps the most critical point in its history, the Library was fortunate enough to secure a leader who had courage and initiative combined with rare executive ability. Without such a man at the head it is difficult to see how the Institution could have made the great progress witnessed within the last eight or nine years.

While giving full credit to the present Librarian of Congress, we should not forget that to the American Library Association is also due much of the success which has attended the progress of the Library since 1897. I am not here referring merely to the part taken by the Association in co-operative enterprises, nor to the advice furnished by members to the Library committee in 1896,* but to the assistance rendered by some of its leading men on a later occasion when the future of the Library was, so to speak, hanging in the balance.

A recital of the action taken by the officials of the American Library Association at that time, an action which I earnestly believe had a most far-reaching influence for good, does not come within the province of this paper. Let us hope, however, that the future historian of library

progress in America, when he comes to delve into the archives of the American Library Association, will there find full and accurate data which shall enable him to give to these matters the publicity and prominence which they deserve.

"Miserum est tacere cogi, quod cupias loqui."

The next paper was by MISS THERESA HITCHLER, and was read by C. B. Roden.

CATALOGING FOR A SYSTEM OF BRANCH LIBRARIES

The problem, for such it is, of cataloging for a branch library system, whether or not that system has a main or central library, is much more involved than that of cataloging for a single library housed under one roof. The latter situation seems elementary by comparison. The former is still sufficiently new to require occasional readjustment regarding methods and practice in general and in detail. It is with the first mentioned problem, as indicated by the title of my paper, that I shall deal.

In a branch system—of course I have in mind the New York and the Brooklyn public libraries principally, since it is with their methods I am most familiar—there is necessitated a seeming superfluity of detail, a multiplicity of processes that at first acquaintance appears confusing; a long distance needlessly traversed to reach the goal, but which is proven by the result to be a short cut of many careful steps to insure accuracy and completeness of record.

First of all, in order that the work may be done as systematically, as uniformly and as expeditiously as possible, a union catalog and a union shelf list of all the books contained in the system, in whatever branch they may be located, should be accessible on cards, the one in alphabetic, the other in classed order, at the central library, or lacking such, at the main branch or administration offices. By this means only is it possible for the library to avoid duplication of book orders, and prevent duplication of and errors and

*Hearings before the Joint committee on the Library, Dec. 1896. (54th Cong., 2d sess., Senate rept. 1573.)

inconsistencies in class and book numbers and subject headings. Unless each branch is to be treated like an independent library, and each librarian permitted to classify her own collection and assign her subject headings independently of what the other branches have done or are doing, a centralization of the work such as I have just mentioned is necessary and unavoidable. In no other direct way is uniformity possible, and by no other route not circuitous may the many and varied items of information so frequently called for be obtained.

The amount of information to be given on the main catalog card would vary according to the size and potential growth of the library under consideration. If the branches are many, and the collections therein varied, fuller information is desirable as a time saving device in noting differences in editions, etc. Systems in which the branch collections are practically duplicates one of another need not go into as much detail. The various branches and stations, however, in which a book is contained, should be indicated on the main card, in order that the book order department, the interchange department and any inquiring librarian or borrower may ascertain at a glance where the book may be found. On the union shelf list card for each book should be recorded not only the branches containing the book, but the number of copies in each branch and the history of each one; i. e., whether still doing active service among the reading public, or whether lost, discarded or transferred to another branch. In this wise only can the strength of the various classes in the different branches be accurately computed, and increased or diminished as occasion demands, with the least possible expenditure of time.

To compile statistics of any description relating to the book collection of a branch system without a union catalog and shelf list means drawing them in from the branches separately and individually, a process which spells delay and uncertainty. Of the value of these two records in interchange work, or, as some libraries term it, inter-branch loan

work, little need be said; every system of branch libraries attempting to work successfully in this field has found it immeasurable. The books asked for by borrowers at the various branches may here be looked up one day and sent for the next, if not the same day, to the branches possessing them. The book order department is thus enabled to avoid ordering duplicates or too many copies of any one book, and to ascertain the cost or any other item of information regarding a book that has passed through its department.

In the Brooklyn public library, the difference between the union catalog and the branch catalogs lies mainly in the brevity of the entries on the cards, main and secondary, in the branch catalogs, but does not affect the form or number of subject headings in the least. The same subject headings which are assigned for the union catalog are assigned for the branch catalogs, and the same amount of analytic work, if not more, is done for the latter as for the former. Sometimes, in fact whenever it seems desirable, books are analyzed more minutely for the branches than is considered necessary for the main catalog, which, because of its *quantity* of material, often does not require this close work. The branch librarian is not only permitted but encouraged to report to the superintendent any requests for subjects that have come to her from the borrowers, and to make any suggestions regarding new subjects or criticism regarding those in use, as often as desirable. Regarding that most important, shall I say *branch* of cataloging, the subject heading work, there is chance for infinite variety; but with the A. L. A. list of subject headings and those indicated on the Library of Congress cards, reinforced by the broad-mindedness and common sense of the alert cataloger, there ought to result a complete, understandable and satisfactory subject catalog. Constant vigilance and open-mindedness are the price of an up-to-date subject catalog.

A word regarding the subject headings for the juvenile catalog may not be amiss here. Many libraries are advocating the

use of modified or simplified headings for the children's catalog, yet thus far I have not seen any cogent reason for such a departure. Children remain children for so short a time and graduate from the juvenile to the adult books and catalog in so few years that for this reason alone it would seem inadvisable to necessitate their learning practically two sets of headings. Then, too, children are much more apt in learning the uses of the card catalog and acquiring an intelligent and practical understanding of the various entries than we like to give them credit for. They disseminate this knowledge among themselves, and this, together with their unabashed readiness to ask questions of all kinds of any one, makes it possible for the dullest as well as for the more clever to use the catalog without fear and with a fairly clear grasp as to its *raison d'être*.

If we are to simplify the catalog at all, why not bring it down to the understanding of the timid and "don't-care-to-take-the-trouble-to-learn" adult borrower who frequents our library, and who is the rule, not the exception. Children do not require and do not deserve this "talking down" to them which we are so ready to give them; they do not need baby headings. As well give them the standards in words of one syllable and so ground in their plastic minds the idea that they exist in this form only. It simply spoils all their later enjoyment in and appreciation of the best in literature. So with the subject catalog. It may contain expressions, whose meaning is not clear to the youngest reader, but at least he becomes familiar with it, as he does with words and phrases in the books he reads, and will recognize again, as an old friend, the adult catalog and gradually come to understand its full meaning.

If the audience still has the patience to listen, I will briefly outline the various processes, in their logical order, through which a book is put in the Brooklyn public library before it is ready for circulation.

In the first place, before the new book orders are sent to the agent for purchase, they are looked up in the Depository cata-

log, and Congressional cards are ordered for as many branches as are indicated on the order slip, and when received these are dated on the back and filed in alphabetic order to await the coming of the books. For it has never yet happened that the books were the first to arrive, so prompt is the service accorded by the card section of the Library of Congress. After the book has been checked by the book order department it is transferred to the cataloging department, where it is first book-plated, then accessioned, after which it is looked up in the union catalog. If new to the system and if the author is not already represented by other works in the catalog, it goes first to the reference assistant for full name, then to the classifier to have class and book number assigned, then to the "subject header," then back to the assistant who looked it up in the first place, who makes the full catalog slip and marks the book for branch cataloging on the title page, indicating subjects and cross references on the verso of the title page. Congressional cards for the branch are looked up and placed in the book if there are any.

The catalog slip is left in the book and revised by the superintendent, after which the slip is removed and the book placed on its special shelf ready to be sent to the branch to which it was assigned. There the branch cards are made—a mere matter of copying, since the actual work has been done at headquarters—and sent to headquarters to be revised before being filed in the branch catalog.

Should the book be new but the author in the catalog, the same processes are pursued with the exception that the book does not go to the reference assistant. If the book is already in the catalog but new to the branch getting it, the assistant looking it up marks it for branch cataloging from the main card already in the union catalog, and makes a brief instead of a full entry on the catalog slip, giving merely call number, author's surname and brief title. This slip is not left in the book, but is given to a special assistant who later enters it in the union catalog and union

shelf list, after which it is sent to the book order department, there compared with the book order slip, and both destroyed.

The full catalog slips are arranged in alphabetic order, and union shelf list cards made, which are kept in a separate file as a check against possible loss of a slip, though this has happened but once in five years. The number of Congressional cards wanted for each book is indicated in blue pencil on the face of each slip, record made of the number of slips sent with the date of sending, and slips forwarded to the Library of Congress. In four days at most they are returned in two divisions, the one with printed cards, the other for which no printed cards were obtainable. The former have the subject and secondary entries added, while complete sets of cards are typewritten for the latter. A special assistant revises these cards with the slips, after which the cards are filed and the slips are ready to be edited as copy for the "Quarterly bulletin." When the page proof of the Bulletin has been read, the slips are sent to the book order department, compared with the book order slips and both destroyed. This is but a brief outline of the work, though you may not have been impressed by its brevity.

There are many ways in which the work has been shortened, both for the union and for the branch catalog, and I will quote a few to illustrate my meaning:

For the union catalog, we make wholesale references from a subject to the shelf list, as for example, "Physics, see class 530 in the shelf list."

For contents of various editions of the same book we say on the main card, "For contents see 973-S56" (The call number of the edition for which contents were given), and "Contents same as 824-T41."

For the branch catalog, we make references from the subject to the shelves, reading, "Physics, see books on shelves in class 530."

For both union and branch catalogs, for titles of various editions of the same work, we make a title card, with a note reading "For other editions see the Author"; or, for Shakespeare and certain of the classic writers, we make a title reference, reading,

"Hamlet, see Shakespeare." "Odyssey, see Homer", etc.

One more way of lessening the work of the Brooklyn public library cataloging without detriment to that work is now under consideration—that of eliminating entirely the process of accessioning, without the substitution of another record. The one necessary item of information usually afforded by the accession record only, the cost of the book, may be added to the shelf list card. For the union shelf list the source also may be indicated.

A short discussion on "What shall we do to induce library workers to take up cataloging?" was called forth by Mr Hanson's statement of the continuous resignation of workers in the catalog department of the Library of Congress. Some librarians reported that they paid better salaries to catalogers than to other assistants, others added interest to the work by giving part of the cataloger's time to reference work.

THE CHAIRMAN appointed Gardner M. Jones, Librarian of the Public library of Salem (Mass.) and Agnes Van Valkenburg, Chief cataloger of the Public library of Milwaukee (Wis.) as the Nominating committee of officers of the Section for the following year.

SECOND SESSION

(Friday, July 2, 2:30 p. m.)

At the second session, the cataloging of pamphlets and ephemeral material was discussed.

MR W. H. TILLINGHAST, of Harvard college, presented the first paper.

THE TREATMENT OF PAMPHLETS IN HARVARD COLLEGE LI- BRARY

Among the noteworthy collections of historical material in the Library of Harvard college is a series of forty volumes containing pamphlets on slavery, given by Col. Thomas W. Higginson between 1833 and 1906. These volumes were appropriately bound in black and were fully cataloged as received even when other work was pressing. Col. Higginson once

said, on handing me a new volume, "I bring you an addition to what I understand is the *bête noire* of the cataloging department." Col. Higginson has been too much behind the scenes in library affairs not to be aware that librarians are often most tormented by their dearest possessions; but assuredly it is to those who find delight in difficulties that the pamphlet is truly welcome. Mr Winsor wrote,

"There are no considerations except economy for treating pamphlets otherwise than as books, and the users of a library are never thoroughly equipped for investigation as long as any distinction is made between them."

Harvard college library under Mr Sibley had made a strenuous effort to carry out in one direction this counsel of perfection. From September 1, 1833 to June 30, 1850, pamphlets were completely cataloged on slips pasted into large folio volumes. After the latter date "all additions, including pamphlets, maps, and engravings were entered on the card catalogs." The task grew more difficult as accessions increased and in 1877 Mr Winsor, on taking charge of the Library, found himself compelled to abandon the attempt to catalog the whole mass of pamphlets and fugitive matter received. As to shelving, apart from a series of over 2,300 "tract volumes," and many pamphlets bound in volumes, or singly, and placed with the appropriate subjects, the bulk of our pamphlets were kept in alphabetical order and tied in bundles of more or less convenient size. College catalogs and reports, sermons, periodicals, and quartos formed separate groups, and the whole collection was known as the "files." To these groups was now added another series, known as the "new files," devoted to uncataloged pamphlets.

At the same time Mr Winsor defined a policy for dealing with pamphlets which has remained in force to the present time, though much modified in execution by Mr Lane.

"The constant use which is made of the pamphlets files," Mr Winsor wrote in his first report (1878), "calls for a distribution of them as books suitably bound and placed in their classifications and I hope

gradually to accomplish this. Meanwhile pamphlets containing discussions of current topics are now made promptly available by being placed between covers kept in stock for the purpose."

During the next twenty years hundreds of pamphlets, including many taken from the files, were bound in volumes of a rather general character, and a growing proportion of accessions was covered separately. The greater part of the pamphlets still went, uncataloged, to the old or the new files, according as they were continuations, or independent publications. Those separately covered were fully cataloged, but volumes containing a number of pamphlets were treated more summarily by the use of printed forms in the public catalog under the subject or subjects concerned. Thus under Venezuela we might have a printed card calling attention to a volume of pamphlets, extracts, and clippings relating to the boundary question, or under the name of an author a card would state that we possessed uncataloged pamphlets by that writer. To such cards the shelf marks of later volumes of such miscellaneous materials could be easily added. In each case a manuscript list of contents was inserted in the volume, and a press copy of the list with the shelf mark of the volume was kept in a special file. The clippings and extracts need have no other cataloging. The pamphlets might have author cards in the official catalog, or in the official and the public author catalogs, or they might not, according to their value or the value of the time required to write the cards; in general such individual cataloging was omitted, or in official phrase "deferred." It will help in making our methods clear if I explain that we possess, besides the author and subject catalogs open to the public, another catalog on larger cards, kept in one of the workrooms, and known as the "official," or "long card" catalog.

The end in view is that indicated by Mr Winsor—to abolish, or ignore, so far as possible, the difference between pamphlets and books; but there have been two important modifications in method. The

collection of boxes for pamphlets, which were ultimately to be bound into volumes according to subjects, has been dispersed throughout the shelf classification, the boxes having been placed with the books on the same subjects. Moreover the number of boxes has been vastly increased, and binding is deferred until a high degree of specialization is reached, though upon request particular pamphlets may be, and often are, removed from boxes and covered.

At the very outset of Mr Lane's administration the treatment of pamphlets received his personal attention. In his second report (1899) he described fully and with precision the various kinds of pamphlet material and the manner in which he proposed to deal with them, both as to shelving and cataloging. The methods in use today are based upon the principles there set forth. The present routine is as follows:

1. As pamphlets and similar material come in they are entered according to our accession methods; that is, by number and source only, and acknowledged, where that is necessary. Clippings are mounted on uniform octavo manila sheets and thus assimilated to pamphlets. While inspecting accessions for acknowledgment the librarian is enabled to give directions about the treatment of any particular pamphlet or number of pamphlets.

2. Pamphlets that are continuations of series already on our shelves are recorded on a set of "continuation cards" by the assistant who accessions them. In most cases this entry is the only catalog record that is made of continuations. In the public catalog a card gives the title of the series, and the note "Recorded on continuation cards." Since the first of January 1909, entry on the continuation cards has superseded also the entry of additional parts on the shelf list, which now records in such cases bound volumes only. A note is added by rubber stamp, "Parts received after Jan. 1, 1909, are not entered." Such continuation pamphlets go directly from the accessions assistant to their boxes on the shelves or their places in the files.

3. Pamphlets not continuations are taken in charge by the order department and compared with the catalog, and those not found to be duplicates go to the head of the catalog department, who decides (a) which shall be covered singly, (b) which of those left uncovered shall be fully cataloged on both author and subject cards, (c) which shall be cataloged on author cards only, (d) which shall have an entry in the official or "long card" catalog only, and (e) which shall not be cataloged at all.

When this is settled the pamphlets go to the shelf department. Those marked "cover" follow the usual order of books, but the others are sent to the head of the department who personally assigns them their places in boxes in the classification according to their subject matter. Those not to be cataloged are then sent to the shelves, and the others are returned to the catalogers.

There are 5000 or more of these boxes which theoretically serve as refuges for the pamphlets until enough have accumulated to bind. When a box full is bound the volume receives the number borne by the box, e. g., Phil. 2575.1, and a new box is started having the next number in serial order, e. g., Phil. 2575.2. The term "box" as we use it includes clasped envelopes. In very many cases when it is decided to start a box in any classification group, an envelope is first employed; this may grow into a half-box, and later into a full sized box or several boxes. The tendency is to specialize more and more before binding; to let pamphlets accumulate in the older boxes until they are sufficiently numerous to subdivide; and to make boxes freely for individuals and for minute divisions in the subject groups. Any box may contain material entirely uncataloged, or even fully cataloged. Periodicals coming regularly are of course not regarded as pamphlets. Odd numbers of periodicals are, however, often received, and of these a rough card record is kept, so that any which establish a reputation for regular appearance may be rescued from the files, cataloged and treated as

periodicals. German, or European, dissertations form a separate eddy in the great flood of pamphlets, and are intrusted to my care as soon as received. They run to about 2,000 yearly; some are sent to the libraries of the medical or law schools, and the chemical laboratory, while the rest are covered or sorted into boxes.

In 1878 the number of separate uncovered pamphlets was estimated at 170,000, in 1908 at 343,000. For the last five years the receipts have been 15,476; 16,144; 17,233; 16,027; 18,042. Of those received annually about 1,000 are covered or bound. The number of pamphlets received would alone make their treatment an important part of the Library's work; when we add to this the great differences among them in physical character, in the nature of their contents, and in their present and future value, the necessity of wisely differentiating between them is evident. It seems worthy of note that the most satisfactory method of handling them in this library involves the personal attention of two heads of departments and an assistant librarian.

Without claiming that we have solved the problem of pamphlets, it may be said that our method of handling them gets them where they are most likely to be found and used, and does it with little friction or waste of time. The weak point is that large numbers are cataloged in the official catalog only, and do not get into the public catalog. This is purely a matter of economy, the card writing for the official catalog being done by students who are receiving college aid, and costing us only the oversight of their work. While the pamphlets thus treated are naturally those supposed to be of the least immediate importance, it is much to be wished that all pamphlets in the College library could be entered in the public author catalog.

MR A. G. S. JOSEPHSON, of the John Crerar library, then read a paper on the
**TREATMENT OF PAMPHLETS IN
JOHN CRERAR LIBRARY**

We started with the idea that anything

that was worth keeping was worth independent treatment, excepting only such purely ephemeral material as circulars, single leaves, time tables and the like, which still was not considered altogether valueless. Later on, as fugitive material began to accumulate and it was found necessary to put some of it aside for summary treatment in order to be able to deal at all adequately with the rest, it was thought that we could most easily dispense with independent treatment in the case of reprints from serials on the shelves of the Library, and the decision was reached that such reprints as would shelve in the same department of the Library as that containing the work from which the reprint was made should not be put on the shelves as individual books; also that articles and papers given to the Library by their authors should be kept together as the donor's "Collected papers." Gradually this sort of material underwent a closer scrutiny and more and more pieces were put in the pamphlet boxes, especially after the Library became the recipient, by gift or purchase, of whole collections of unbound printed matter, until in 1905, when for the first time the contents of the pamphlet boxes were counted and they were found to contain not less than 9,000 pieces.

In 1902 the Library purchased from Professor Ely his collection on the American labor movement, including 4,000 pamphlets; and in 1903 the large library on social and economic sciences formed by Mr C. V. Gerritsen of Amsterdam, which contained 13,000 pamphlets. Nothing, practically, from these two collections had been distributed in the pamphlet boxes when the contents of these were counted in 1905. The possession of this large accumulation, which we simply could not think of treating individually at that time, brought us nearer to a formal change in our method of dealing with this sort of material; and when, in 1906, through the transfer of the medical department of the Newberry library, including the Senn collection, the John Crerar library became the possessor of an additional mass of over 30,000 medical pamphlets, a large number of which were reprints from medical periodicals, it

became imperative that a radical change in our treatment of pamphlets be made. After careful consideration the following mode of procedure was then determined on:

The size limit for pamphlets, technically so called, was placed at 100 pages, so that every book, received unbound, of less than 100 pages, is now considered as to its importance before being placed on the shelves of the Library in a binding by itself. The first question to be answered is whether we can get printed cards for it from the Library of Congress; if we can, that is an item in favor of independent treatment, and as a rule determines the matter, unless the pamphlet in question is of decidedly trivial character or on the borderland of the field covered by the Library. If we do not find that printed cards can be secured from the Library of Congress, the pamphlet receives a careful scrutiny as to the importance of its subject, the wealth of material on it, the way the subject has been handled by the author, and the author's reputation.

The fate of the pamphlets is first considered by the assistant librarian and the reference librarian, and all that they decide to shelve individually are sent on in the regular routine for accessioning, cataloging, etc.; the remainder are first looked over by the cataloger and classifier, who have their chance to rescue from the pamphlet boxes what they think might be worthy of a better fate. Somewhat less than fifty percent of the pamphlet material that comes into the Library is thus, after a pretty thorough sifting from various points of view, treated as books. The remainder is classified, the class number being written on the cover or first page of each pamphlet as well as on the face of its order slip. Pamphlets for which there are no order slips, e. g., unsolicited gifts or items received with others, have slips written for them. The slips are filed under their author headings in the official catalog, and the pamphlets put in boxes. Under the old system these boxes were kept on the regular shelves, but under the new arrangement all the pamphlet boxes are kept together in one place. No box contains material classifying in two divi-

sions of the Library's statistics, corresponding, with some exceptions, to the divisions of the Decimal classification. A shelf list record is kept, with one card for each box, giving in a tally record the number of pamphlets therein. A general entry for the collection is made, and the card filed under the word "Pamphlets" in the author and alphabetical subject catalogs, and in the classed subject catalog under 080. The possible placing of additional cards under other divisions or sections of the classification having form divisions is under consideration.

When a piece of printed matter is placed in a pamphlet box, it is not thereby doomed forever to remain there. It may happen that for good reasons a single pamphlet is rescued and treated independently after having been kept in the pamphlet collection for some time. Further, if we find that a considerable number of pamphlets and reprints by the same author have accumulated, they are taken out and bound or placed in an individual box on the regular shelves, and cataloged as "Collected papers," or "Papers on", if they deal with an easily defined subject. And the reference librarian may ask that pamphlet material which classifies readily under a single subdivision of the Decimal classification be taken out and cataloged as "Pamphlets on," in which case we give contents with full collation for each item.

We have in our treatment of pamphlet material aimed at economy without sacrificing availability. The principle underlying the treatment is that material that is not likely to be called for individually may be available in bulk, with other material of the same kind, while there is always the possibility of removing from this bulk material anything that justifies a more individual and more expensive treatment.

MISS SOPHIE K. HISS, of the Cleveland public library, followed with a paper on the

TREATMENT OF EPHEMERAL MATERIAL IN THE PUBLIC LIBRARY

The treatment of ephemeral material in the public library appears to be a subject

which has not yet received general attention as a separate problem. Even the phrase "ephemeral material" has a more or less vague connotation to the mind of the librarian, at whom it is unexpectedly thrust. "The term 'ephemera' is new to us," was the statement of one of our largest libraries; and several others considered it synonymous with "pamphlets." And in fact, what may be called ephemera is a heterogeneous mass which only a very broad working definition will allow us to bring together under one head. It is the material which for various reasons is, or is likely to be, only of such short lived use to the library public that to enter it fully on the library's permanent records would be wasteful of time and labor. This definition is not intended to open a discussion on the debatable question of "live stock" and "dead stock" in a public library; for whatever the case may be theoretically, practically every large library handles some material of obviously temporary value and this ephemera presents the same problem as to immediate treatment whether it is finally consigned to the furnace or to a more or less inaccessible storage. The problem is to find a method, or methods, of caring for such material so that it may be available during its life time, and retired thereafter at the least expense of time and labor.

Roughly divided, ephemera may be grouped as follows:

1. Material that is soon out of date. This includes manufacturers' and trade catalogs; college catalogs, announcements, etc.; city directories; the whole mass of material, chiefly pamphlet, which is of slight intrinsic value and on subjects of merely temporary interest. Certain kinds of political and campaign propaganda come at once to mind. So-called "floating bibliographies" belong here,—often mere publishers' lists of new books on some topic of the day. Of more value, but quite likely to appear later in more permanent form, is a certain amount of scientific and technical pamphlet literature. Such advertising stuff, for instance, as the publications of the Atlas Portland cement

company, which describe a machine or a process, supply desired information during the present interest in concrete construction but are not of lasting value.

2. There is the inexpensive and quickly worn out material. This group consists chiefly of juvenile books, and possibly includes cheap editions of popular adult fiction. The Cleveland public library has for several years been placing an increasing number of juvenile titles on its ephemera list. The selection of these has been based on the price and on the use. Juveniles costing 30 cents or less are not rebound but are replaced. Such of these as are found to receive so hard usage that constant replacement is necessary are made ephemera. A few of the more expensive juveniles, notably some of the picture books for the little children, are also treated as ephemera because of their rapid destruction. The Cleveland list includes such books as the "Sunbonnet babies" and "Overall boys", Murray's "Child at play", the "Lights to literature" and the "Stepping stones to literature" primers, Bass's "Stories of pioneer life", Cooke's "Nature myths and stories" and the many Christmas leaflets like the Fillmore "Christmas carols." In the adult department, the advisability of treating the cheap fiction as ephemera is doubtful. The St Louis public library experimented with paper bound editions but it was not successful. Other editions probably wear long enough to warrant regular shelf-listing and inventorying.

3. The third group of ephemera comprises certain government documents, which a depository library receives, that appear later in the regular Congressional set. Many of these are of no special subject value and can be disposed of as soon as the bound volumes come. Similarly, a library gets separately issued state and city publications which are later included in an executive document series or in annual departmental reports.

4. There are periodicals: the unbound numbers for circulation; and also gifts or gift subscriptions of new magazines which are of too doubtful value at first to war-

rant immediate binding. These latter may appear after a year or two to be worth permanent treatment.

5. Speaking of gift periodicals suggests gifts of books and pamphlets which many libraries have to accept, but which they do not want and would not replace when worn out. The Cleveland public library solves the problem of their treatment by calling them ephemera.

6. The last group will occur only in a branch library system. It consists of various kinds of material which would be treated regularly in a single library, and which are kept permanently in the central library, but which may be discarded after a time in the branch libraries. A large amount of local material, such as the annual reports of local institutions, requires permanent care in only one of a city's libraries, but may be temporarily asked for in any or all of the branches. The periodical publications of many institutions not local, for instance the reports of the Lake Mohonk conferences, also come into this group.

Needless to say, no two libraries would, or should, agree as to just what they would treat as ephemera. Here, as elsewhere, circumstances alter cases. The foregoing list simply represents what one library or another has handled as ephemeral material. Certain of these groups require special consideration as to their treatment, but a few general remarks can be made in regard to the omitting or the simplifying of the regular library records, whereby an "ephemera treatment" as such, might be instituted.

To enter temporary material on permanent records is obviously out of place. For statistical purposes, also, this floating element is more easily dealt with if kept separate. Therefore, first of all, do not regularly accession your ephemera; especially if to accession regularly means an entry in an accession book. You are probably not accessioning your lesser pamphlets anyway, and a large part of all ephemera would fall in this respect, under your treatment of pamphlets, whatever that may be. But if you are regarding some of the larger non-pamphlet groups as ephem-

era, you will presumably want to keep some account of the additions, for the total would represent quite an item in an annual report. The very simplest method of keeping this count would be the best. If an accession book record is felt to be necessary, keep a separate ephemera accession book and make the briefest author and title entry. It has been suggested that an automatic rotating number stamp would suffice, the last number on the stamp supplying the key to any desired statistics. For the large number of books which it buys for its schools' collection, the St. Louis public library uses a combination accession record and shelf list card which is suggestive. This card has author and title on the top line and in parallel columns beneath are given date of accession, source, price, number of copies purchased, withdrawn, lost and transferred. At the end of the year a red line is drawn across the card below the last entry and the items are balanced up to give the number of copies on hand. Both sides of the card can be filled. As a rule no shelf-listing of ephemera would be worth while and any inventorying would be merely incidental. A rough count of withdrawals could be made, if necessary for statistics, when the material is discarded.

In regard to rendering ephemera easily available for public use, by cataloging or otherwise, the different groups present different problems. For the slighter pamphlet material the best solution seems to be a closely classified vertical file, probably in the reference department. This is handy for ready reference and can be easily and frequently sifted out. Material of problematical value can here prove itself and can eventually be removed and given permanent treatment or be discarded, as the case may be. The obvious disadvantage is that this method separates material on the same subject, part being in the file and part on the shelves. The public also do not get at this source of supply without asking; but neither do they invade pamphlet boxes on the shelves, if they can avoid it. No catalog entries need be made for the contents of the vertical file. The Public library of the District of

Columbia puts general subject cards in its catalog which refer the public to the department where such material can be found. For instance, under Electricity—Bibliography this note is given: "For references on this subject consult also Assistant in the Useful arts department."

Material of a similar ephemeral character but bulkier in form has to go on the shelves instead of into the file. This can be classified and put into pamphlet boxes or placed along with the boxes. For this ephemera put a removable subject card or slip into the catalog, if you wish to make it really available. The briefest author and title form is enough, with possibly the date for imprint.

Certain publications which it is convenient to keep together because issued by one source, such as the Simplified spelling board publications, are probably better kept together on the shelf than in the file. An author reference to these in the catalog is as useful as a subject entry, and should be made in preference.

As the greater portion of juvenile ephemera consist of titles which are kept upon the shelves by constant replacement, there is no reason for not entering them fully by author, title and subject in the juvenile catalog. In fact the children's books which are called ephemeral because so quickly worn out, may be just as important for reference purposes as the books that, used less and costing more, are put upon all the regular records. It is not in connection with the cataloging, but with the other records that the treatment of juvenile ephemera can be simplified. The Cleveland public library did away with the cataloging but has found it necessary to reconsider its policy.

Manufacturers' catalogs, college catalogs and directories form a rather distinct group, because they are usually shelved separately. Directories may be arranged alphabetically by place and only the latest one kept, except in the case of the local directory. An entry, in the catalog or in a separate list, on which the date can be changed is desirable. Back files of directories serve genealogical purposes and therefore in a large library may fairly not

be treated as ephemera. College catalogs are usually arranged alphabetically by the college. A card or slip in the card catalog noting that only the latest number is kept should be sufficient treatment. Some librarians feel that back files of college catalogs are used enough for finding names to make permanent treatment worth while. Circulars of information, announcements, etc., are sufficiently available if kept for a while shelved along with the catalogs. Trade catalogs can be treated in three ways: (1) Classified with their trade and put on the regular shelves, with an entry in the catalog under both firm and subject. (2) Arranged alphabetically by subject with an index by firm. The drawback to this method is that a certain catalog may cover more than one subject. (3) Arranged alphabetically by firm with a subject index. It is useful to have either the catalog itself or the index slip show the date when the catalog was received.

The government documents and the state and city publications mentioned as being later superseded are best arranged in numerical or serial order by department or bureau, with a subject slip index. Special Congressional reports are, of course, treated according to their value and go either into the vertical file, or on the shelves according to subject.

The unbound numbers of periodicals probably are unrecorded in any library except on a periodical check list. The Cleveland library keeps its gift subscriptions of uncertain value in manila covers until time determines whether they are worth binding. It was frequently found useful to have a temporary entry in the catalog for them while in this problematical state.

For unwelcome book gifts of little value a slip list kept in the catalog department, or a card in an official list will account for the books if the donors should ask for them. This is usually the only demand made for them. If not objectionable, they can be classified and put on the regular shelves, but need not be given a book number or be shelf-listed.

The material that is placed on the shelves of branch libraries for a short time requires often fuller treatment than ephem-

eral material in a main library. It usually goes to the branches only because it has a positive value for the time being, and therefore should be brought out in the branch catalogs under subject at least. In the case of annual or other periodic publications the catalog entry should refer the public to the permanent files in the central library. The branches can most conveniently keep the accession and withdrawal count of their own ephemera; but the catalog department needs to have an official list of the regular branch ephemera. The Cleveland library files this list into its official author list so that the ephemera card for the branches stands behind the regular card for the main library.

The miscellaneous character of ephemera renders it impossible to make any generally applicable suggestions as to its cataloging. The consensus of opinion seems to be that in a large library material is inevitably lost sight of if there is no entry for it anywhere. For the most part this entry, whether in the public catalog or in official lists, should be a subject entry. Economize on the author side unless the author has a special significance.

In a small library material is perhaps sufficiently accessible from the subject side if in its classed place on the shelves, with possibly a general subject reference in the catalog to the class number. The classified vertical file in the large library serves the same subject purpose. But where material, especially pamphlets, goes into a

stack, whether on the regular shelves or on separate pamphlet shelves, put a subject slip in your catalog, if either the public or your assistants are to avail themselves of the material.

This whole problem of ephemera is chaotic and only in its infancy. In the future, when the contents of libraries have more pressingly outgrown their storage capacity or when a co-operative storage system has come into use, the question of the treatment of temporarily present material will become a very live one. It is hoped that this scratching at the surface of the problem may bring forth suggestions as to devices for handling ephemeral material, and also as to more material that may reasonably be regarded as ephemeral.

The treatment of broadsides was briefly discussed. Dr Richardson suggested that they be kept in a vertical file. Mr Hanson described the Brussels arrangement, where broadsides were kept in a vertical file with a decimal classification.

In accordance with the report of the Nominating committee, Miss Margaret Mann, Head cataloger of the Pittsburgh Carnegie library, was appointed Chairman of the Catalog section for the following year, and Miss Sophie Hiss, Head cataloger of the Cleveland public library, was appointed Secretary.

Adjourned.

CHILDREN'S LIBRARIANS' SECTION

FIRST SESSION

(Tuesday, June 29, 1909, 2:30 p. m.)

Miss Caroline Burnite, Chairman.

The meeting took the form of a story hour symposium and opened with a paper by MRS GUDRUN THORNE-THOMSEN, read by Mr C. B. Roden, on

THE PRACTICAL RESULTS OF STORY-TELLING IN CHICAGO'S PARK READING-ROOMS

The library situation in Chicago with regard to children's work differs greatly

from that of most large cities in this country; consequently the problems relative to story-telling in the libraries must differ also. The whole question of the relation of public libraries to children is, "Shall there be a children's department with trained workers to choose the best literature and to find ways and means of getting the books into the children's hands?" This question Chicago has as yet not solved. It was the lack of such a department, the lack of branch libraries through which to circulate the books to the children, the